

**Michigan Department of Health and Human Services
Division of Chronic Disease and Injury Control
Diabetes Other Chronic Diseases Section**

**DSMT Certification Program Office Policy
Annual Statistical Report**

Policy:

All Michigan Department of Health and Human Services certified Diabetes Self-Management Training/Education programs will submit a report depicting annual program statistics for the state fiscal year, October 1 through September 30. This is different than the Annual Report which may be developed and submitted in correlation with the program's fiscal year. These statistics will be aggregated by the state and used for MDHHS Diabetes Prevention and Control Program evaluation and planning. Additionally, the aggregate data will be reported to programs for use in benchmarking.

Procedure:

1. Using the Annual Statistical Report Form, the DSMT/E program coordinator submits the data as requested (see instructions on MDHHS webpage).
 - (b) The annually updated autoform is available on the MDHHS webpage.
 - (c) The statistical report must be submitted via email for the purpose of importing data.
 - (d) Statistical report is **due on or before November 30 each year.**

2. The Certification Program Coordinator will check that all programs have submitted the form by November 30th.

Programs that have not submitted the form before close of business on November 30 will be sent a "delinquent stats report" memo or email. Programs are subject to a site visit if the statistical report is not received after the reminder communication. Staff of the DSMT Certification Program will document two attempts to obtain an accurate report. If no response is received from the DSME program, a letter from the Manager of the MDHHS Diabetes and Other Chronic Diseases Section will be sent to the program coordinator. The next step will be notification of the hospital CEO and other appropriate hospital administrators regarding the delinquent report and possible decertification.

3. The Certification Program Coordinator and Diabetes Unit secretary will compile the accumulated DSMT programs completed reports and submit to data analyst for scanning.

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Reviewed and revised: 5/27/16 by Dawn Crane

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